

SCHOOL GOVERNANCE AND POLICY

PURPOSE

The purpose of the student/parent handbook is to promulgate the rules, regulations and policies which govern students attending McCann Technical School. This booklet will highlight the frequently asked questions and emphasize significant policies, activities and regulations. The complete policy manual, activity and course descriptions are contained on our website at www.mccanntech.org.

MISSION

The mission of McCann Technical School is to graduate technically skilled, academically prepared, and socially responsible individuals ready to meet the demands of the 21st century.

VISION

McCann Technical School is committed to being the leader of quality technical education and academic achievement in the Commonwealth of Massachusetts.

EDUCATIONAL PHILOSOPHY

The school community will create a learning environment that motivates and actively engages all students in mastering rigorous academic and technical curricula. Our educational philosophy is sustained by faculty, staff, and administrators dedicated to a student-centered focus through continuous improvement. Student growth and development are promoted by instilling the following core values in our students:

Respect for self, others, and the learning environment promotes a positive learning experience for all students.

Effort is demonstrated through an applied work ethic that includes punctuality, improvement, and a determination to succeed.

Accountability develops personal responsibility for both behavior and learning.

Communication facilitates collaboration, promotes self-advocacy, and develops positive relationships.

Honor requires students to act with integrity, honesty, positivity, and empathy for others.

GOALS

- To increase the percentage of students performing at the proficient and advanced levels.
- To increase the utilization of data to improve student performance.
- To engage students through dynamic and technologically integrated teaching strategies.
- To implement a rigorous and relevant curriculum that is aligned to the academic and technical Massachusetts Curriculum Frameworks and Common Core standards.
- To align technical programs to national standards and accreditation requirements, allowing students to obtain relevant licensure/certifications.
- To promote environmental awareness through green initiatives.
- To develop recruiting strategies to expand community awareness.

ADMISSIONS

Any applicant who is a resident within the Northern Berkshire Vocational Regional School District who has met the admission requirements is eligible for acceptance to McCann Technical School. Non-district residents may be considered for admission on an individual basis. The complete admission policy is contained on our website, www.mccanntech.org.

Northern Berkshire Vocational Regional School District and McCann Technical School maintains and promotes a policy of non-discrimination on the basis of race, color, creed, religion, national origin, gender, age, disability, sexual orientation, gender identity, genetic information, homelessness, marital status, and veteran status.

SCHOOL COUNCIL

A school council has been established consistent with educational policy. The principal defines the composition of the council, establishes the schedule and agenda, and co-chairs the council. Membership is comprised of students, teachers, faculty members, and parents. (MGL 71, Sec59c)

STUDENT ACADEMIC/VOCATIONAL REQUIREMENTS

ATTENDANCE POLICY

Consistent with Massachusetts Department of Elementary and Secondary Education standards of time on learning, school attendance, and class participation are vital for student achievement. Parents have a moral and legal obligation to ensure that their child attends EVERY scheduled school day. School officials cannot give parents permission to excuse their child from school for reasons other than personal family emergency or serious illness. It is critical that parents and school officials support the standards of attendance and achievement as prescribed in these regulations. Cooperation between parents, students, and school officials in supporting school attendance and participation is the initial step towards successful student achievement. All students are expected to attend 100% of the scheduled school days. Routine appointments, vacations or “convenience” activities directly conflict with student success and are not sanctioned by the school. Student learning and student grades are directly and adversely affected by attendance and there are no excuses for poor attendance. Extenuating circumstances are exclusively reserved for serious injury, illness or family emergency, but the grading policy will not be altered.

STANDARDS OF ATTENDANCE

- Schedule routine dental, medical, and social appointments on non-school hours.
- Students will be counted absent on a per day basis unless involved in school approved activities.
- A parental note stating the reason for absence must accompany the student on his/her return to school.
- Students who experience long term illness or injury will be dealt with on an individual basis after receipt of a doctor’s note.
- Students are deemed to be absent during periods of suspension.
- Parent conference with counselor may be required after three absences.
- Excessive absences will result in a parent/guardian meeting with a counselor.

DISMISSALS

Early dismissal requests are not granted except for emergency family matters or medical appointments not able to be scheduled during non-school hours. Student dismissals are not for **personal convenience** but are reserved for extraordinary conditions. No student will be dismissed unless the parent forwards a written request to school officials prior to 8:00 A.M. describing the reason, return time, destination, method of transportation and person transporting. All such dismissals are subject to verification by school officials. These are considered an absence and will affect student grades.

- Only the school nurse can dismiss a student for sudden illness.
- Dismissals before 11:00 A.M. or arrival after 11:00 A.M. count as an absence.
- Parents must appear in person, with a picture ID and sign for their child’s dismissal.
- No phone messages, calls or e-mails are valid for dismissals.

TARDY

Students arriving late to school after 8:00 A.M. must report to the principal’s office to check in. Tardiness to school or class is disruptive to the educational process and will result in the administration of detentions. Detentions will be assessed on the 4th tardy, with 2 on the 6th tardy and 3 on the tardy after 8. Driving privileges will be revoked after the third offense; however students may request the reinstatement of driving privileges after 30 consecutive school days without being late.

DUAL ENROLLMENT

Juniors and seniors applying for dual enrollment courses at Berkshire Community College, Massachusetts College of Liberal Arts, or any other approved postsecondary institution, must receive prior approval by the principal. Dual enrollment courses are calculated into the G.P.A. If the course is intended to satisfy a graduation requirement, prior written approval by the principal is required.

GRADING POLICY (Grade 10-12)

Student assessment and grade reporting is considered a positive tool to measure growth, progress, and the development of the student. Report cards are issued four times a year. In addition, progress reports are issued at the mid-point of each quarter.

A+	100 – 97	B	86 – 84	C-	73 – 70
A	96 – 94	B-	83 – 80	D+	69 – 67
A-	93 – 90	C+	79 – 77	D	66 – 65
B+	89 – 87	C	76 – 74	F	64 – 0

Physical education classes are pass/fail and are not included in calculations of the grade point average.

Academic Policy

COMPONENT	WEIGHT
Tests, quizzes, projects, portfolios, laboratory experiments, research papers, and oral presentations	70%
Attendance, participation, class assignments, homework, notebook, effort	30%

Technical Policy

COMPONENT	WEIGHT
Competency/Performance	70%
Theory	30%

Excused: X may be used to denote medical reasons for a student's inability to participate in physical education or complete the recommended curriculum or any portion of the curriculum. In cases where there are long-term illnesses or accidents and students cannot complete the course requirements, an alternative means of grading may be necessary.

GRADING POLICY GRADE 9

Students in Grade 9 will be graded using a Standards-Based Grading system. This system is explained in detail in the "McCann Standards Based Grading Guide" which was sent home electronically to all Grade 9 families and is posted on our website, www.mccanntech.org. If a paper-copy is needed please contact the principal's office directly and one will be mailed home.

HONOR ROLL (Grade 10-12)

Students must have an A- (90) average or better with no grade below a B (84) for high honors. Students must have a B (84) average with no grade below a B- (80) for honors. Students are selected for the National Honor Society at the end of their sophomore year.

HOMEWORK POLICY

Homework is considered an integral part of the education process. Success requires students to be well organized, disciplined, and prepared to learn each day. The purpose of homework is to extend and strengthen classroom activities, complete unfinished assignments and to promote growth and responsibility. Each teacher is expected to determine the purpose for each assignment, how much homework to give, what kind of homework to assign, and how to differentiate these assignments for special needs students. Each teacher maintains their account on our school software system, Aspen, where parents can access student assignments via the parent portal. In the event of an absence, students are responsible for getting work that they missed. After returning from an absence, students have three days to make the necessary arrangements for the completion of all assignments. The amount of the time for the completions will be at the discretion of the teacher. Students must be absent for three consecutive days in order for the guidance department to collect homework from teachers. Parents and students can find the assignments missed during an absence in the Aspen parent portal. A twenty-four hour waiting period is necessary to facilitate collection of assignments from teachers. When a student is going to be absent for a scheduled event, such as medical or dental appointments, athletic contests, or another issue, that student is responsible for getting work in advance from the teachers.

EXTRA HELP

Extra help is available for all students and may be required for students who fail to meet the expectations of the program of study. Parents will be notified that their son or daughter is in need of extra help. Any student working below their potential or in danger of failing will be expected to attend extra help sessions until a satisfactory grade is achieved. Sessions are available at the end of the school day.

Course Offerings				
CP	Grade 9 Algebra I Environmental Science Literature/Writing U.S. History I P.E./Health	Grade 10 Geometry Biology Literature/Writing U.S. History II P.E./Health	Grade 11 Algebra II Chemistry Literature/Writing World History I P.E./Health Computer Science Principles Principles of Engineering	Grade 12 Pre-calculus Physics Forensics Anatomy and Physiology Literature/Writing World History II P.E./Health Advanced Quantitative Reasoning Computer Science Principles Principles of Engineering
Honors	Grade 9 Algebra I Geometry Literature/Writing	Grade 10 Geometry Algebra II Biology Literature/Writing	Grade 11 Algebra II Pre-calculus Chemistry Literature/Writing World History I Accelerated Algebra II/ Pre-calculus	Grade 12 Pre-calculus Physics Literature/Writing World History II
AP	Grade 9	Grade 10	Grade 11 Principles of Engineering Computer Science Principles Pre-calculus	Grade 12 Calculus English Physics Statistics Principles of Engineering Computer Science Principles
Special Education	Grade 9 Algebra I Environmental Science	Grade 10 Geometry Biology Literature/Writing	Grade 11 Algebra II Chemistry Literature/Writing	Grade 12 Review Math Literature/Writing Physics
Electives	Grade 9	Grade 10 Introduction to Engineering Design	Grade 11 Spanish I	Grade 12 Spanish II
Technical Studies	Grade 9 Exploratory Shop CTE Enrichment	Grade 10 Shop CTE Enrichment	Grade 11 Shop CTE Enrichment	Grade 12 Shop CTE Enrichment

GRADUATION REQUIREMENTS

Students must successfully complete all courses, earn **35** credits, and achieve a competency determination on mandated Massachusetts Comprehensive Assessment Test in order to receive a diploma.

Years	Credits	Credit Breakdown
4 Years Technical Major	16	4 Credits per year
4 Years CTE Enrichment	2	.5 Credit per year
4 Years of English	4	1 Credit per year
4 Years of Mathematics	4	1 Credit per year
4 Years of Science	4	1 Credit per year
4 Years of History	2	.5 Credit per year
4 Years of Physical Education	2	.5 Credit per year
4 Years of Health	1	
Total Number of Credits	35	
	Electives	
2 Years of Spanish	2	1 Credit per year
1 Year of Project Lead the Way...	1	1 Credit per course, if taken as an elective

SEX EDUCATION

The implementation of curriculum that primarily involves human sexual education or human sexuality issues requires parental/guardian notification. The principal shall afford parents and guardians the flexibility to exempt their children from any portion of said curriculum through written notification to the school principal. No child exempted shall be penalized by reason of such exemption. The principal will make instructional materials for said curriculum reasonably accessible to parents, guardians, educators, school administrators, and others for inspection and review. (MGL CH71 Sec32A).

PROJECT LEAD THE WAY

Project Lead the Way (PLTW) is a nationally recognized pre-engineering program serving over 350,000 students in 50 states. The latest design software and equipment compliment the experiments and creative projects designed, built, and tested. Partnerships with notable universities allow students to receive college credit for courses taken at McCann. More detailed information is available on our website, www.mccanntech.org.

COOPERATIVE WORK EXPERIENCE

Cooperative work experience (co-op) is an opportunity for students to enhance their technical and academic proficiency. Participation in this program is a privilege and students are assigned by the school for specific skill training. Placements must have the capability of meeting or exceeding the curriculum at the school. All school regulations apply to the co-op site and students are expected to meet all school standards. The school is the sole determinant in the placement and termination of these assignments.

Senior candidates must have a technical GPA of 80 or higher, no failing academic subjects and an overall academic GPA of 75 or higher. Junior candidates must have a technical GPA of 90 or higher, no failing academic subjects, an overall GPA of 80 or higher and have 5 or fewer absences. Co-op assignments for all students will require that curriculum standards, grading and other educational requirements are completed. Students are required to be present for a minimum of one technical week during each marking period to validate learning, demonstrate knowledge and complete required senior obligations. All co-op assignments will be approved by the cooperative work experience coordinator and principal. All progress reports and evaluations will be included in student portfolios. Students are still required to meet CTE class requirements commensurate with participation in the Cooperative Work Program.

PARENTS' RIGHTS CONCERNING STUDENT RECORDS

All parents are encouraged to be involved and informed about the education of their children. A parent having legal custody of his/her child shall have access to his/her child's records, visitation to observe their child, in accordance with the school's visiting policy, and conference with teachers to discuss their child's progress. A non-custodial parent may have access to his/her child's records in accordance with MG CH 71 Section 34H. All court issued orders must be on file and adhered to. For more information contact the principal.

STUDENT RECORDS

In order to provide students with appropriate instruction and educational services, it is necessary for the district to maintain extensive and sometimes personal information about them and their families. It is essential that pertinent

information in these records be readily available to appropriate school personnel, be accessible to the student's parents or legal guardian and/or the student in accordance with law, and yet be guarded as confidential information. The superintendent will provide for the proper administration of student records in keeping with state and federal requirements, and shall obtain a copy of the state student records regulations (603 CMR 23.00). The temporary record of each student will be destroyed no later than five years after the student transfers, graduates or withdraws from the district. Written notice to the eligible student and his/her parent of the approximate date of destruction of the temporary record and their right to receive the information in whole or in part, shall be made at the time of such transfer, graduation, or withdrawal. The student's transcript may only be destroyed 60 years following his/her graduation, transfer, or withdrawal from the school system. All individual student records are confidential. This extends to giving out individual addresses and telephone numbers.

RIGHTS OF NON-CUSTODIAL PARENTS

All parents are encouraged to be involved and informed about the education of their children. A parent having physical custody of his/her child shall have access to his/her child's records, visitation to observe their child, in accordance with the schools visiting policy, and conference with teachers to discuss their child's progress. A non-custodial parent may have access to his/her records only in accordance with MG CH 71 Section 34H. For more information contact the principal. As required by G.L. Ch. 71, Sec. 34H, a non-custodial parent may have access to the student record in accordance with law and Department of Elementary and Secondary Education Regulations. The school district will follow the law and the attachments recommended by the Massachusetts Department of Elementary and Secondary Education to standardize the process by which public schools provide student records to parents who do not have physical custody of their children ("non-custodial parents"). The implementation of this policy will hopefully encourage parents to be involved in and informed about the education of their children, while protecting the rights and safety of all parties.

DRESS CODE

It is important that students dress in an appropriate and professional manner in preparation for employment or continuing education. Special safety apparel is required in a number of technical areas. Standards of dress while in school, laboratories or shops will be determined by school authorities. No coats or outerwear are to be worn in school regardless of location. Coats and hats are to be stored in individual student lockers. Vocational areas may also determine a shop-specific dress code with additional parameters in order to ensure student safety.

The responsibility for the dress and grooming of a student rests primarily with the student and their parent or guardians.

Appropriate standards of student attire include the following:

1. Student appearance should be neat, clean, and appropriate.
2. Students must wear clothing, including both a shirt with pants or knee-length skirt, or the equivalent, that are free of rips and tears.
3. Shirts, pants, dresses, or skirts must have fabric in the front and on the sides.
4. Fabric must not be see-through.
5. Clothing must cover all undergarments, waistbands and bra straps included.
6. All students are allowed to wear sweaters or sweatshirts provided the appropriate attire listed above is still followed.

Prohibited attire is defined as follows:

1. Any clothing with an inappropriate logo or graphic (i.e. guns, references to alcohol, tobacco, drug use, or sexual references/pictures) or any other symbol deemed to be unacceptable.
2. Chains on clothing, choke collars, collars with spikes or similar attire.
3. Tank tops, spaghetti straps, strapless or short shirts of any kind (crop tops).
4. Sweatpants, running apparel, lounge pants, shorts, slippers, and pajamas.
5. Leggings, unless covered by a knee-length top.
6. Sunglasses, hats, hoods, bandanas, or similar head-covering.
7. No blankets.

HAIR POLICY

Safety and sanitation require the regulation of student hairstyles in a variety of vocational technical areas. Students should ensure that hairstyles are clean, neat, and secure with protective coverings as required by individual departments.

TEXTBOOKS/EQUIPMENT

Students are responsible to ensure that all textbooks, tools, and equipment or other school items or furnishings are used in a proper manner and are not damaged. Students are financially responsible for the costs incurred in replacing or repairing items. Students are also responsible to pay for any damage to the facility including lockers, windows, doors or

any other damage incurred.

CHROMEBOOK 1-to1 PROGRAM

All students are issued a Chromebook at the start of the school year. Chromebooks are an essential part of the educational experience at McCann and are not optional. Students must bring their Chromebook to school each academic day and on shop days as directed by their instructor. Chromebooks will be returned at the end of the year for maintenance and updating over the summer and re-issued at the beginning of the next school year. Chromebook batteries will last the duration of the school day when properly charge so students must report to school in the morning with a fully-charged device. Full details of the Chromebook policy, including care, responsibilities, and procedures can be found on our website.

HALL PASSES

Hall passes are issued at the discretion of teachers for appropriate reasons, i.e. bathroom use, nurse visits, item retrieval from lockers. Teachers are directed to issue hall passes to students judiciously. Students will request a pass from their teacher and, if granted, students will sign out of their classroom or vocational area. Students will conduct their business and sign back in upon their return. Failure to follow this procedure may result in denial of future pass requests. Use of hall passes throughout the day will be monitored by administration. Excessive pass use may result in students be placed on a pass restriction by administration.

NETWORK ACCEPTABLE USE POLICY

Instruction and experience in the use of technology resources is an essential component of a high school education designed to prepare students for success in higher education and careers in the 21st century. Thus, McCann Technical School provides a Local Area Network and a connection to the internet for use by the school community.

The use of computer-based technology is a privilege and is conditioned upon compliance with the provisions of the Acceptable Use Policy. Students must complete a comprehensive program of user education, sign an acceptable use contract and return a signed parental consent form before they will be authorized to use the school's hardware and software for access to the Local Area Network and/or Internet. A copy of this policy is contained in **(District Policy GO)**.

ELECTRONIC/MESSAGING DEVICES

Students are prohibited from using radios, iPods, or any electronic device during class or during passing time from one class to the next. Special permission to use headphones on school-issued Chromebooks or computers can be given by individual instructors in specific technical or academic areas. Students serving on volunteer emergency response departments are permitted to carry their department-issued pagers during the school day. Inappropriate use of electronic/messaging devices will result in confiscation of the device, which will be turned in to the office to be picked up at the end of the day, and disciplinary action.

CELL PHONE POLICY

The use of cell phones by students at McCann Technical School is prohibited. The interpersonal social skills of students are of critical importance, as is full engagement in their education. While cell phones certainly have a place and use in our society, the benefits of a cellular phone free school environment for students outweigh the convenience of electronic devices. To accomplish a "cell-free" learning environment McCann Technical School will utilize the Yondr Pouch device. Each student will be issued a Yondr pouch that they will be responsible for bringing to school each day and keeping in good condition. All students will be required to place their phone in their Yondr pouch upon entering the building. School staff will supervise the entry of students into the building and the placement of phones into the Yondr pouch. If a student forgets their pouch one will be assigned to them for the day. If this becomes a recurring event the student will be found in violation of the cell phone policy. This pouch will make the cell phone inaccessible to the student but allows them to keep their phone. Any student who destroys, breaks open, alters, or otherwise tampers with their pouch will be responsible for replacing the pouch at a cost of 10.00. Students may carry their pouches on them throughout the day but are encouraged to keep them in their academic lockers for safekeeping. Ensuring students are complying with the cell phone policy can include student searches, the procedures for which are included in this handbook under "Searches." If a student and their parent/guardian decide that a cell phone will not be brought to school at any time a form must be completed attesting to this and returned to the school. If a student who this form is completed for is found with a cell phone the consequences will begin on the "4th offense" listed below and a parent meeting will be required.

If a student violates this cell phone policy their phone will be confiscated and turned into the Assistant Principal who will notify parents/guardians via email that the phone is in the possession of administration. The consequences for using a cell phone during the day are as follows:

1st offense- Phone will be brought to the main office for parent pick-up prior to 3:45.

2nd and 3rd offense- An office detention will be issued and the phone will be brought to the main office for parent pick-up prior to 3:45.

4th and 5th offense- Two office detentions will be issued and the phone will be brought to the main office for parent pick-up prior to 3:45.

6th offense- 1-day suspension and phone will be brought to the main office for parent pick-up and a parent meeting with administration.

Any subsequent offenses can result in suspensions of longer duration.

TELEPHONE/MESSAGES

Only emergency messages will be given to students. Routine messages from parents or employers will not be accepted. It is the responsibility of students to know their schedule. The school is not staffed to handle “convenience” messages and will not accept receipt of them. Students will be allowed to use the phone in the principal’s office for contacting parents.

BACKPACKS/BOOK BAGS

Consistent with providing a safe school environment, students are prohibited from carrying backpacks during the school day. Backpacks may be used to carry books and supplies to and from school but must be stored in student lockers from 8:00–2:45. The passing time between subjects of 5 minutes is ample time for all students to retrieve books and other required class materials.

EYE PROTECTION

Massachusetts law requires the wearing of approved safety glasses in vocational and laboratory areas. All students and visitors must wear the appropriate eye protection. Students will be responsible for the eye protection devices issued to them and will be required to pay for unnecessary damage or loss. Disciplinary action can be taken for students in violation of safety glasses protocols in accordance with the shop or subject area.

CLASS DUES

Dues are required to support a variety of class activities including purchase of caps & gowns, yearbook, senior activities and community service projects. Class dues are payable by December 1st and installment payments may be made with prior approval by the faculty advisor. Failure to pay class dues will result in a student’s inability to participate in class activities including the purchase of a class ring, attending the prom, graduation or similar event. Refunds will be made to any freshman or sophomore who transfers from McCann but no refund will be made to juniors or seniors as expenses will have been incurred. Class dues are \$40.00 per year for all grades.

AUTOMOBILE USE PRIVILEGE

Use of personal motor vehicles (for example, cars, trucks, motorcycles) is a privilege extended to students and will be revoked, permanently or temporarily, for discipline, attendance or violations of school regulations, including safe use of vehicles or other cause as determined by the Principal. The principal will issue student parking permits. Students must park in designated areas only. The parking permit must be placed on the vehicle in clear view. The school is not responsible for damage or loss of any vehicle or its contents. Unregistered vehicles may be removed from school grounds, at the owner’s expense and without notice. The administration regulates the admission and parking of vehicles and therefore has the right to inspect and search student and non-student vehicles if the administration reasonably suspects, that weapons, drugs, prohibited matter or stolen goods are likely to be found therein. Students who have their parking privileges revoked for any reason and any length of time are prohibited from parking on school grounds at any time, for any reason, (including weekends and outside of class hours) during the period the parking privileges are revoked. Any student who parks on school grounds while their parking privileges are revoked will have their removed from school grounds, at the owner’s expense and without notice.

FOOD AND BEVERAGE POLICY

The cafeteria provides the **ONLY** area for the consumption of food. Students will ensure that trays, dishes and refuse are returned to their proper place before exiting. The cafeteria provides a breakfast meal prior to the start of school and lunches throughout the year. Cafeteria prices and payment options are available on the web site. Meals or beverages are not permitted to be dropped off or delivered during the course of the school day. This includes food ordered from establishments or delivered by 3rd party vendors (Grubhub, DoorDash, or similar). Students are permitted to carry and consume water throughout the school day. Water refilling stations are located throughout the building. Students must use clear containers that show the contents are clear liquid (water).

LIBRARY/MEDIA CENTER

The library/media center is open for student use from 7:45 A.M. to 3:00 P.M. on all school days. Students are responsible for the proper use of materials and equipment and must have an approved teacher pass to gain entry once the school day has started. All disciplinary rules and regulations apply.

HEALTH SERVICES

Services of a school nurse are available to any student in case of sudden illness or accident, not for treating illness or accidents that have occurred outside the school's jurisdiction. Students must receive instructor permission to visit the nurse. In the event of personal emergencies, or if a parent or guardian is not available during the school day, another person must be designated who can assume responsibility for the student. An emergency response form must be completed by all parents or guardians and must be updated as changes occur.

Students requiring medications must provide a physician's signed order designating the student name, reason for taking the medication, dosage, and administrative route or special instructions. Parents must also provide signed permission for the nurse to administer this medication and over-the-counter pain relievers, allergy medications, etc. A responsible adult must deliver or retrieve the medication in the nurse's office. Screenings are performed per Massachusetts Department of Public Health guidelines. Students receive hearing and eye screenings once during their high school career, postural screening as freshman, and height, weight, and body mass index during the sophomore year.

PHYSICAL EXAMINATIONS

Massachusetts regulations require physical examinations of students as proscribed by the Department of Public Health. McCann Technical School requires that physical exams be completed upon enrollment in the freshman year. Annual physical examinations must be completed before participation on any athletic team and the physician must specify that the student is cleared to participate on an athletic team. (MGL CH71 Sec 57).

IMMUNIZATIONS

All students must meet mandated immunization requirements for entry into school. Parents will be notified by letter when immunizations must be updated. Failure to have proper immunizations will result in having the student excluded from school until their requirements are met.

SECURITY/VISITORS

In order to provide a secure educational facility all visitors, including parents or guardians, must report to the school office immediately upon their arrival to register and receive a visitors pass. Visitors must be buzzed in by school staff via the monitoring station at the main entrance only. In the interest of safety, students from other schools, infants, or minor children are not allowed in the corridors, classrooms or vocational areas. Visitors are subject to all McCann standards of conduct and dress while on school grounds.

FUNDRAISING

In general, the district disapproves of fundraising in the community by students or organizations for school related activities. Especially discouraged is the sale of goods produced by companies for profit, such as magazines, candy, and similar items. Exceptions to this policy are the sale of tickets to scheduled athletic events and school sponsored events, sale of advertising space in school publications, proposals to raise funds for charitable purposes or for benefit of the school or community, or the sale of tickets or sponsorships recommended by athletic booster clubs. All fundraising activities must be approved by the principal or his designee.

FIRE SAFETY

Fire evacuation routes and procedures are posted in each classroom or shop area. Students should become familiar with these and cooperate to expedite an evacuation. Any hazard or dangerous situation should be reported to a teacher whenever noticed. During evacuation drills students are expected to follow teacher directions and move in an orderly fashion to the meeting location designated by the plan.

SCHOOL CANCELLATIONS/CLOSING/DELAYS

When conditions warrant school cancellation, closing, or delay, notification will be given from 5:30 A.M. on. Cancellations will also be posted on the school web site which is www.mccanntech.org. An all-call, text message, and email will also be sent out to all telephone numbers and email addresses registered with the all-call system.

SCHOOL CLOSINGS

If the school in your home town is closed but McCann is open buses will run on the regular schedule and pick students up at the designated times WITH THE EXCEPTION OF: FLORIDA, MONROE, PERU, BECKET, HINSDALE, DALTON, and WINDSOR. If school is closed in any of these towns but McCann is open there will be no transportation to McCann. However, if parents are able to transport their students to the school, transportation home WILL be available.

SCHOOL DELAYS

If the school in your hometown is operating on a 1- or 2-hour delay but McCann is open with no delay, buses will run on

the regular schedule and pick students up at the designated times WITH THE EXCEPTION OF: FLORIDA, MONROE, PERU, BECKET, HINSDALE, DALTON, and WINDSOR. If any of these towns are operating on a delay, students will be picked up and transported to McCann on the DELAYED schedule and admitted to school as tardy/excused.

DISCIPLINE CODE

PHILOSOPHY

The goals of discipline are to provide students with an opportunity to learn the social skills and values associated with successful participation in society. Teaching students to respond to adults and peers in appropriate ways, to think constructively and problem solve through difficult situations, and to make good choices ensures the safety of all members of the school community. Student reflection on his/her behavior and choices promotes the learning of new interpersonal skills. Each student is held responsible for his/her own behavior with respect to the policy and procedures of the school and in compliance with the law. When a student does not meet his/her behavioral responsibilities, a consequence for the action will be determined as outlined within the discipline policy.

STUDENT CONDUCT

Good citizenship in schools is based on respect and consideration for the rights of others. Students will be expected to conduct themselves in a way that the rights and privileges of others are not violated and they will be required to respect constituted authority, to conform to school rules, and to those provisions of law that apply to their conduct. Any of the following actions may subject a student to expulsion by the principal under the terms of M.G.L. Ch. 71, Sec. 37H:

1. Found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon or a controlled substance.
2. Who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff member on school premises or at school-sponsored or school-related event including athletic games.

Any of the following actions will subject a student to suspension, expulsion, subject to school committee action, or other disciplinary measures:

1. Intentionally causing or attempting to cause damage to school property; or stealing or attempting to steal school property.
2. Intentionally causing or attempting to cause damage to private property; stealing or attempting to steal private property.
3. Intentionally causing or attempting to cause physical injury to another person except in self-defense.
4. Using or copying the academic work of another and presenting it as his own without proper attribution.
5. Repeatedly and intentionally defying the valid authority of supervisors, teachers, or administrators.

SOCIAL MEDIA POLICY

Social media's prevalence and impact is increasing more every year. The ongoing development of new applications, technology, and software clearly indicate that social media will continue to be pervasive in society in the future. The Northern Berkshire Vocational Regional School District has adopted the following policy to help provide clear expectations, guidelines, and consequences if the policy is not followed. Our intent is to provide students with a roadmap of how to use social media responsibly and for positive purposes.

Engaging in social media activities can have benefits. Connecting with friends, family, potential employers or colleges, as well as highlighting positive experiences or accomplishments are ways that social media can enhance our daily lives. However, the benefits of social media do not come without responsibility and risk. Too often social media can be used (sometimes anonymously) to attack, embarrass, disrespect, slander, or incite disagreements between people among other possible negative outcomes. These behaviors can also constitute bullying and hazing which are prohibited by district policy. When social media is used in these types of negative manners it can be very detrimental. When these types of behavior impact the school community the district will take the appropriate steps to protect the safety of our students and faculty as well as ensure a productive, positive, learning environment.

Some positive uses of social media:

- Promote McCann Technical School in general or a specific team/club/organization
- Network with employers/colleges
- Celebrate achievements of classmates, teammates, staff, etc.
- Forward on any of the above listed posts through the use of example hashtags

Some things to remember when using social media:

- Once you post, it's out there- permanently. Even on apps where posts are "deleted" there are digital records and people can take screen shots of anything. THINK before you post.

- Social media is two way. What does your social media activity say about you to perspective employers or colleges? People will check your social media accounts before making decisions about you.
- Social media is open to interpretation- what you “mean” doesn’t matter. It is how people “receive” the messages you post that matter.
- Social media policies and considerations also apply to text messaging and group texts.

Prohibited activities for McCann students on social media, when directed at a member of the school community or staff or a member of a school community McCann is interacting with or their staff, include but are not limited to:

- Derogatory or defamatory language
- Comments that create a danger to the safety of another person or that constitute a credible threat of physical or emotional injury to another person.
- Comments or photos that describe or depict unlawful assault, abuse, hazing, harassment, or discrimination; selling, possessing, or using controlled substances or alcohol, or any other illegal or prohibited conduct including violating McCann’s hazing policy.
- Any information placed on the internet that violates the McCann Technical School code of conduct.
- Photos, videos, and comments that are of a sexual nature. This includes links to websites of a pornographic nature and other inappropriate material.
- Content online that is unsportsmanlike, derogatory, demeaning, or threatening toward any other individual or entity (examples: derogatory comments regarding another school, teammates or coaches; taunting comments aimed at a student -athlete, coach or team at another school and derogatory comments against race and/or gender or other protected category).
- No posts should depict or encourage unacceptable, violent or illegal activities (examples include but are not limited to: bullying, gambling, fighting, vandalism, and academic dishonesty).
- McCann Technical School reserves the right to address any situation that is a violation of district, or MIAA rules, that is not covered in these guidelines.

Penalties:

If a student is found to be in violation of this social media policy they may be subject to any or all of the following disciplinary actions:

- Suspension
- Parent meeting
- Detention
- Apology
- Removal of content
- Written warning

Additionally, if a student found in violation of this social media policy is also a student athlete representing McCann Technical School they may also be subject to the following additional disciplinary actions.

- Suspension from a sports program for the duration of a season or seasons
- Athletic privileges revoked for the remainder of their enrollment at McCann
- Written warning and removal of content
- Temporary suspension from a sports program

Participating in student athletics is a privilege and not a right. Students are expected to adhere to the social media policy and the district requests parents support in this. By signing below parents and students affirm that they understand this policy and the consequences for breaking this policy. Signing this attestation is a requirement for participation in athletic programs at McCann Technical School.

PUBLIC DISPLAYS OF AFFECTION

The preparation for employment and postsecondary continuing education requires student maturity. Accordingly, inappropriate public displays of affection, embracing, touching or similar activities are not considered proper student conduct and are prohibited. Parents will be notified if conduct continues and students may face disciplinary action.

DETENTION

Students may be issued a teacher detention for violations of classroom or school policies. Teachers may refer a student for office detention by issuing a conduct referral to the school office. Office detentions will be held Monday through Thursday of every school week from 2:50 P.M.-3:20 P.M. The parent/guardian will be responsible for transportation after detention. Failure to serve detention will result in an additional detention. Failure to serve detentions will also result in a parent/guardian conference and further appropriate disciplinary action. Failure to comply in terms of either attendance

or appropriate behavior will result in suspension for the next full day of school and a parent conference will be required.

SUSPENSION

Suspension is a temporary severing of a student's membership for a number of days (1-10) to be determined by the assistant principal or principal. Any student who is suspended will not be allowed to participate in any extra-curricular activities during the suspension period. If a student is an athlete, he or she will not be allowed to participate in any scheduled practice or games during the period of suspension. Participation in extracurricular activities and sports may resume when the student returns to school. If the student receives a suspension, the student is not allowed on school grounds for the duration of the suspension. The parent/guardian will be notified of a student's suspension verbally and in writing. The student and parents will have the opportunity to have a hearing to review the circumstances for the suspension. A follow up letter stating the designated start and end date, a description of the infraction that led to the disciplinary action, and notification regarding making up assignments and other school work needed to make academic progress during the period of removal will be sent home. As part of the student's re-entry into school from a suspension a parent meeting will occur.

EXPULSION AND STUDENT RIGHTS

An expulsion is the complete severing of a student's membership. The decision to expel can be made by the principal, superintendent, or school committee depending on the circumstances and law.

Massachusetts General Law Chapter 71 Section 37H requires the following notice:

- a) Any student who is found on school premises or at school-sponsored or related events, including athletic games, in possession of a dangerous weapon, including but not limited to a gun or knife; or a controlled substance as defined in Chapter 94/C, including but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from school or school district by the principal.
- b) Any student, who assaults the principal, assistant principal, teacher, or other school staff on school premises or at school-sponsored or related events, may be subject to expulsion from the school.
- c) Any student charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal. After said hearing, a principal may, in his discretion decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).
- d) Any student who has been expelled from the school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the day of expulsion in which to notify the superintendent of his/her appeal. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.
- e) When a student is expelled under the provisions of this section and applies for admission to another school for acceptance, the superintendent of the sending school shall notify the superintendent of the receiving school of the reason for the student's expulsion.

DISCIPLINARY ACTIONS

The following offenses will result in disciplinary action by the school and may result in suspension or expulsion. The length of the disciplinary action will be determined by the assistant principal. In some instances, if the offenses listed below are extreme and very serious nature, the student may be expelled.

1. An act which endangers the health and the safety of the student or other members of the school community, whether within the school building, on school grounds or on school buses.
2. Willful destruction of school property, including school buses. Restitution must be made.
3. Insubordination or profanity directed to a school employee, consultant, guest or invitee and profanity directed toward a fellow student.
4. Disorderly, vicious, illegal and immoral conduct in the school, its grounds, on school buses, on school trips, at school functions, or co-operative placements.
5. Leaving school grounds without permission.
6. Assaulting another person or fighting on school property, a school bus or causing a disturbance.
7. Possession, use, distribution or sale of controlled substance, or being under the influence of a controlled substance, in the school building, on school grounds, at school functions (including school coordinated or sponsored trips, athletic events (regardless of whether on or off-campus, as a participant, fan or attendee)), or on school buses.
8. Any violation of the Tobacco/Smoking Policy.
9. Possession, use, distribution or sale of alcohol or marijuana, or being under the influence of alcohol or

marijuana, in the school building, on school grounds, at school functions (including school coordinated or sponsored trips, athletic events (regardless of whether on or off-campus, as a participant, fan or attendee)), or on school buses.

10. Weapons possessed or used in the school building, on school grounds, at school functions (including school coordinated or sponsored trips, athletic events (regardless of whether on or off-campus, as a participant, fan or attendee)), or on school buses.
11. Threats of violence or violent conduct toward any student or staff, or causing a false fire alarm.
12. Violation of safety rules.
13. Theft, inappropriate use of shop materials and failure to return academic materials or shop equipment.
14. Truancy, excessive tardiness, or failure to report for detention.

DISCIPLINARY ACTION RELATED TO STUDENTS WITH DISABILITIES

All students are expected to meet the requirements for behavior as set forth in this handbook. Massachusetts General Law requires that additional provisions be made for students with disabilities. If needed, the student's Individual Education Program (IEP) or 504 Plan, will outline if a student requires a modification for their expectation of meeting the regular discipline code. The principal or designee notifies the special education director of the suspension offense of a student with disabilities and a record is kept of such notices. When it is known that the suspension(s) of a student with disabilities will accumulate to 10 days in a school year, the student's support Team shall determine whether there is a causal relationship between the student's disability and the behavior subject to disciplinary action. A manifestation determination meeting is held with the student's Team to discuss the behavior and disciplinary action. Pending the outcome of the manifestation determination meeting, the student's Team may amend the IEP or update the 504 Plan with needed modifications relative to certain discipline code exceptions. If needed, the Team will also document the plan for delivering special education services during the suspension for a student on an IEP. If, prior to the disciplinary action, the school had knowledge the student may be a student with a disability, then the district makes all protections available to the student until, and unless, the student is subsequently determined not to be eligible. (Special Education Handbook - Discipline Code Section)

DUE PROCESS PROCEDURES

Short Term Suspension

- The disciplinary infraction is reported to administration.
- Administration conducts an investigation of the disciplinary infraction.
- A meeting with the student takes place regarding; the disciplinary infraction, the basis for the charge and any other pertinent information.
- Parent(s)/guardian are notified of the disciplinary infraction through a phone call and a suspension hearing time and date are determined.
- The parent(s)/guardian and student are sent a suspension notice.
- The suspension hearing takes place on the determined date and time. During the hearing the parent(s)/guardian and student are presented with the information gathered during the investigation. That information includes the disciplinary offense, the basis for the charge and any other pertinent data. The student and the parent(s)/guardian then have the opportunity to present information, including mitigating facts and refute any information that was gathered during the investigation for the principal's consideration in determining appropriate remedies and consequences for the student.
- If the determination for suspension is made a letter of determination is drafted and sent to the student's home via email and U.S. mail. The determination letter is also emailed to the student's school counselor.
- The determination letter addresses the hearing; time, date, place and participants. The letter also addresses the disciplinary infraction, the consequences, and the contact information for the student's school counselor so the student and counselor can determine a plan to make academic progress during the period of removal as outlined in the school-wide education service plan.
- Upon return from suspension a meeting with the student, parent(s)/guardian and administration will occur.

Long Term Suspension

- The disciplinary infraction is reported to administration.
- Administration conducts an investigation of the disciplinary infraction.
- A meeting with the student takes place regarding; the disciplinary infraction, the basis for the charge and any other pertinent information.
- Parent(s)/guardian are notified of the disciplinary infraction through a phone call, and a suspension hearing time and date are determined.

- The parent(s)/guardian and student are sent a long term suspension notice.
- The suspension hearing takes place on the determined date and time. During the hearing the parent(s)/guardian and student are presented with the information gathered during the investigation. That information includes the disciplinary offense, the basis for the charge and any other pertinent data. The student and the parent(s)/guardian then have the opportunity to present information, including mitigating facts and refute any information that was gathered during the investigation for the principal's consideration in determining appropriate remedies and consequences for the student.
- If the determination for suspension is made a letter of determination for long term suspension is drafted and sent to the student's home via email and U.S. mail. The determination letter is also emailed to the Director of Student services.
- The determination letter addresses the hearing; time, date, place and participants. The letter also addresses the disciplinary infraction, the consequences, and the contact information for the director of student services so the student and director can determine a plan to make academic progress during the period of removal, as outlined in the school-wide education service plan. The determination letter also includes the processes for appealing the suspension to the superintendent and the right to have the student represented by counsel or lay person at the parent's expense.
- Upon return from suspension a meeting with the student, parent(s)/guardian and administration will occur.

Long Term Suspension (Students with Disabilities)

- The disciplinary infraction is reported to administration.
- Administration conducts an investigation of the disciplinary infraction.
- A meeting with the student takes place regarding; the disciplinary infraction, the basis for the charge and any other pertinent information.
- If the student has a disability the Director of Student Services is notified to set up a time and date for a manifestation determination meeting.
- Parent(s)/guardian are notified of the disciplinary infraction through a phone call, and a time and date are set for the manifestation determination meeting.
- The manifestation determination meeting is held with the student's support Team.
- If the Team determines that the disciplinary infraction is not a manifestation of the student's disability a suspension hearing date and time is scheduled. If the Team determines that the disciplinary infraction is a manifestation of the student's disability, no long-term suspension will be implemented, unless the behavior presents a serious risk to the student or others. The Team will write an amendment to the IEP or update the 504 Plan to include positive supports to address the student's behaviors. (Special Education Handbook - Discipline Code Section)
- The parent(s)/guardian and student are sent a long term suspension notice.
- The suspension hearing takes place on the determined date and time. During the hearing the parent(s)/guardian and student are presented with the information gathered during the investigation. That information includes the disciplinary offense, the basis for the charge and any other pertinent data. The student and the parent then have the opportunity to present information, including mitigating facts and refute any information that was gathered during the investigation for the principal's consideration in determining appropriate remedies and consequences for the student.
- If the determination for suspension is made a letter of determination for long term suspension is drafted and sent to the student's home via email and U.S. mail. The determination letter is also emailed to the Director of Student Services.
- The determination letter addresses the hearing; time, date, place and participants. The letter also addresses the disciplinary infraction, the consequences, and the contact information for the director of student services so the student and director can determine a plan to make academic progress during the period of removal, as outlined in the school-wide education service plan. The determination letter also includes the processes for appealing the suspension to the superintendent and the right to have the student represented by counsel or lay person at the parent's expense.
- Upon return from suspension a meeting with the student, parent(s)/guardian and administration will occur.

Emergency Removal

The principal may remove a student from school temporarily when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the principal's judgment, there is no alternative available to alleviate the danger or disruption. The temporary removal shall not exceed two school days following the day of the emergency removal, during which time the principal shall:

- Make immediate and reasonable efforts to orally notify the student and the student's parent of the emergency removal, the reason for the need for emergency removal.
- Provide written notice to the student and parent.
- Provide the student and parent an opportunity for a hearing with the principal before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the principal, student, and parent.

- Render a decision orally on the same day as the hearing, and in writing no later than the following school day.

A principal may not remove a student from school on an emergency basis for a disciplinary offense until adequate provisions have been made for the student's safety and transportation.

Appeal a Long Term Suspension to Superintendent

- When a determination for a long term suspension is made the student has the option to appeal the suspension to the superintendent.
- Appeals must be submitted to the superintendent in writing within five (5) calendar days of the effective date of the long-term suspension. A request for extension may be granted for up to an additional seven (7) calendar days.
- Within three (3) school days of receipt of the request for appeal, the superintendent shall hold the appeal hearing. If the student requests an extension for the hearing within three (3) school days, such extension will be granted up to seven (7) additional calendar days.
- The suspension will remain in effect unless and until the superintendent decides to reverse the determination made by the principal.
- During the appeal hearing the student has all the rights afforded to them that they had at the disciplinary hearing with the principal, which includes in advance of the hearing the opportunity to review the student's records and the documents supporting the finding.
- In addition, at the hearing the student shall have the opportunity to dispute the charges, present mitigating circumstances, and/or to present an explanation of the alleged incident.
- The parent(s)/guardian, has the right to attend the hearing, to discuss the alleged conduct and offer information, including mitigating circumstances.
- The student has the right to be represented by counsel or a lay person of their choice (at their expense), present an explanation of the alleged incident, cross-examine witnesses presented by the school district, and produce evidence but are not compelled to do so.
- The student has the right to have the hearing recorded by audio and a copy of the audio recording will be provided upon request.

Education Service Plan

In accordance with the Massachusetts General Laws Chapter 71, Sections 37H, 37H 1/2, and 37H 3/4, the Northern Berkshire Vocational Regional School District (NBVRSD) must provide opportunities for students to earn credit, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her short-term suspension (10 days or less), long-term suspension (10 days or more), or expulsion. The principal shall inform the student and parent of this opportunity in writing when such a suspension or expulsion is imposed through a suspension determination letter.

For a short-term suspension (10 days or less), the determination letter includes the contact information for the student's school counselor, who will coordinate the plan for the student to make academic progress during the period of removal through submitting assignments in Google Classroom, emailing assignments to the student, and/or assignments being brought to the main office for parent pick-up. The school counselor maintains communication with the student and parents throughout the period of removal, and also upon return of the student to school to assist with following up with teachers regarding missing assignments. Upon return to school, additional academic assistance is also available to the student through scheduling individual appointments with teachers for meetings before or after school, and also through McCann's homework help program on Tuesdays, Wednesdays, and Thursdays in the library from 3-4pm.

For a long-term suspension (10 days or more), the determination letter includes the contact information for the director of student services, who will coordinate the plan for the student to make academic progress during the period of removal, in collaboration with the student's school counselor. Any student who is expelled or long-term suspended from school for more than ten (10) consecutive days may select one of the following education service options for the duration of the school suspension:

- Access to tutoring services: Students choosing this option are expected to attend tutoring sessions at a designated public site identified by the school district. The tutoring will be provided by qualified personnel from the NBVRSD, or contracted providers as assigned by the NBVRSD. The academic work will be consistent with the academic standards and curriculum frameworks established for all students under G.L. c. 69 §§1D and 1F. Students' tutoring schedule is by appointment and prepared weekly. Tutoring services will only be available before or after school hours.
- Access to online education: Students choosing this option are enrolled in an online platform for each subject area. Work hours are flexible, but students are expected to access online instruction by logging in at least 5 days per week for a minimum of 45 minutes to an hour per subject. Daily attendance is imperative in order to ensure success in the virtual

program. The academic work will be consistent with the academic standards and curriculum frameworks established for all students under G.L. c. 69 §§1D and 1F.

The school counselor maintains communication with the student and parents throughout the period of removal, and also upon return of the student to school to assist with following up with teachers regarding the service options that were completed during the period of removal. Upon return to school, additional academic assistance is also available to the student through scheduling individual appointments with teachers for meetings before or after school, and also through McCann's homework help program on Tuesdays, Wednesdays, and Thursdays in the library from 3-4pm.

SEARCHES

In all circumstances of search and seizure in the school, the interest of the student will be abridged no more than is necessary to achieve the legitimate end of preserving order in the school. A student search and resulting seizure will be carried out by an administrator if, (a) there are reasonable grounds for suspecting that the student has violated, or is violating, either the law or the rules of the school, (b) the search itself is conducted in a manner reasonably related to its objectives and not excessively intrusive in light of the age and gender of the student and the nature of the infraction, and (c) the search is conducted in the presences of another faculty member.

Students may be issued lockers, desks, and computers at the opening of school or thereafter. Student lockers are for the storage of coats, jackets, backpacks, athletic wear, textbooks, and related school items. Students may be assigned an additional locker in certain vocational and athletic areas for the storage of technical supplies, uniforms, or similar items. No stickers, markings, or signs are allowed on these lockers. Students are responsible for restitution of any damages. Students should have no expectations of privacy in their school lockers, desks, computers, etc. Lockers, desk, computers, etc. are for the use of students but remain the property of McCann Technical School. Students are advised that school administrators, in order to ensure cleanliness, safety, and adherence to federal, state, and local laws and regulations, as well as school rules, may search, and search the contents of, their lockers, desks, and computers, etc., without notice. At the discretion of the principal, police canine units may be requested to perform an inspection of the school. The administration also regulates the admission and parking of vehicles and therefore has the right to inspect and search student vehicles if the administration reasonably suspects that weapons, drugs, prohibited matter, or stolen good are likely to be found therein.

BUS CONDUCT RULES

Parents and students will be informed of the following regulations at the beginning of each school year, and parents will be asked to return signed forms indicating that the regulations have been received and read. The principal has the authority for enforcing district requirements of student conduct on buses. To ensure the safety of all students who ride in buses, it may occasionally be necessary to revoke the privilege of transportation from a student who abuses this privilege. Parents of students whose behavior and misconduct on school buses endangers the health, safety, and welfare of other riders and the driver will be notified that their student faces losing their transportation privileges.

Procedures for Drivers and Parents:

1. In case of any misconduct on a bus, the incident will be reported to the principal. The principal will report the incident in writing to the parent concerned, with a copy to the superintendent.
2. In case of a repetition by the same student, the principal will suspend the student's transportation privileges with written notice to the parent.
3. After a second offense and a conference with the principal, if a third such incident occurs, bus privileges will be denied the student and the responsibility for transportation will then rest with the parent.

Loading and Unloading at Bus Stop:

1. Riders must be on time. Bus drivers will not wait.
2. Riders will enter or leave the bus at regular stops only.
3. Orderly behavior and respect for private property will be required.
4. Instructions and directions of the driver must be followed by the riders when entering or leaving the bus.

Required Conduct aboard the Bus:

1. Riders must remain in seats or in place when the bus is in motion.
2. Whistling and shouting are not permitted.
3. Profanity and obscene language are forbidden.
4. Adherence to the school's alcohol, drug, and tobacco policies.
5. Parents will be held responsible for any defacing or damaging of the bus.

SCHOOL SPONSORED FUNCTIONS

Every student should understand that they are subject to all regular rules and regulations contained in this Student

Handbook while they are involved in athletics, extra-curricular activities, class trip, proms or similar activities.

ALCOHOL/DRUG POLICY

The possession or use of alcohol, controlled substances, look-alike drugs, or drug paraphernalia on school grounds or at school functions is prohibited. Students in violation of this policy will be subject to disciplinary action that could include suspension, expulsion, and/or notification of law enforcement officials.

TOBACCO POLICY

It is unlawful for any individual to smoke, possess or use tobacco products of any type, including E-cigarettes and vapors, snuff and chewing in school buildings, on school grounds, at school functions (including school coordinated or sponsored trips, athletic events (regardless of whether as a participant athlete, fan or attendee)), or in school buses. Possession of tobacco, tobacco products, lighters, E-cigarettes, vapors, smoking paraphernalia or matches by secondary students (grades 9–12) will be considered contraband and the items will be confiscated and at the Principal's discretion reported and provided to appropriate authorities. Violations of this policy may also result in disciplinary action. Students may not leave school grounds to smoke. If a reasonable suspicion of smoking or tobacco use exists, the student will be subject to the following disciplinary actions, serve three office detentions for the first offense, serve a one-day suspension with a parent conference prior to re-admission to school for the second offense. For any subsequent offense(s), students will be required to serve three or more days of suspension.

WEAPONS

Guns, knives, or any article which is considered to be lethal or having the capability of doing harm to oneself or another person is strictly prohibited. Possession of such weapon can involve notification of law enforcement and will result in disciplinary actions that could result in suspension and/or expulsion. Use of personal knives for shop purposes is prohibited; students should only use shop-issued or shop-sanctioned tools and use them only during shop time.

FELONIES

Massachusetts General law, Chapter 73, Section 37H1/2 allows the principal of a school to suspend a student who has been charged with a felony if the principal determines the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The statute also allows for the expulsion of a student who has been convicted, adjudicated or admitted guilt to a felony and is deemed to constitute a detrimental effect on the welfare of the school.

REPORTING SUSPECTED CHILD ABUSE

Mandated reporters include public school teachers and administrators, guidance counselors, attendance officers, psychologists, nurses and other medical practitioners, social workers, day care workers, foster parents, police and court officers, firefighters and others. Under G.L. c. 119, §51A, a mandated reporter must immediately report to DCF when s/he has reasonable cause to believe that a child under the age of eighteen years is suffering physical or emotional injury resulting from: 1) abuse, including sexual abuse, which causes harm or substantial risk of harm to the child's health or welfare; 2) neglect, including malnutrition, or 3) physical dependence upon an addictive drug at birth.

BULLYING AND CYBER BULLYING

Bullying, cyber bullying, and retaliation are prohibited. The district is committed to maintaining a school environment where students are free from bullying, including cyber-bullying, the effects of such conduct, and retaliation. Students receive training and education regarding bullying and how to prevent and/or report bullying through our health and guidance curriculums. For a student with a disability directly impacting social skills development, or the student may participate in or is vulnerable to bullying, harassment, or teasing because of their disability, additional education and/or services may be provided by the special education department in accordance with that student's Individual Education Plan (IEP) to develop the student's skills in these areas.
(District Policy HL and Bullying Prevention and Intervention Plan)

HARASSMENT/DISCRIMINATION

Harassment/discrimination of students by other students is prohibited. This policy is in effect while students are in school, on district property or property within the jurisdiction of the district, school buses or attending or engaging in school activities.
(District Policy AD)

SEXUAL HARASSMENT

The district affirms its commitment to preventing sexual harassment of students and has adopted a policy to cover all students within the district. It is our goal to promote a school environment that is free of sexual harassment. Sexual harassment occurring in the school or at school related events is unlawful and will not be tolerated. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating with an investigation of a sexual complaint is similarly unlawful and will not be tolerated. We will respond

promptly to complaints of sexual harassment and where it is determined that such inappropriate conduct has occurred we will act promptly to eliminate the conduct and impose such corrective action as is necessary, include disciplinary action as appropriate. **(District Policy AD)**

PROCESS FOR FILING HARASSMENT/SEXUAL HARASSMENT OR DISCRIMINATION COMPLAINTS

If a student believes that she/he has been the victim of harassment/sexual harassment or discrimination by an adult or has questions about this issue, she/he should seek the help of another adult that she/he trusts, such as a teacher, counselor, parent or guardian. The principal and/or superintendent will be advised of all such complaints and will immediately conduct an investigation. If it is determined that an adult has harassed/sexually harassed or discriminated against a student, the superintendent shall be informed immediately. If a student believes that she/he has been the victim of harassment/sexual harassment or discrimination by another student or has questions about this issue, she/he should seek the help of another adult she/he trusts, such as a teacher, counselor, parent or guardian, or one of the building administrators. The principal will be advised of all such complaints and will immediately conduct an investigation. If it is determined that a student has been harassed/sexually harassed or discriminated against by another student, the perpetrator will be subject to disciplinary actions set forth earlier in this policy. In all cases, a high degree of confidentiality will be maintained by the school and school authorities to protect both the student and the alleged offender. If an adult believes that she/he has been the victim of harassment/sexual harassment or discrimination by a student or has questions about the issue, she/he should notify one of the building administrators. The principal will be advised of all such complaints and will immediately conduct an investigation. If it is determined that a student has harassed/sexually harassed or discriminated against an adult in the building the perpetrator will be subject to disciplinary actions set forth earlier in this policy. In all cases, a high degree of confidentiality will be maintained by the school and school authorities to protect both the target and the alleged offender. **(District Policy AD)**

HAZING

It is the policy of the district to enforce the penalties proscribed by law to whoever is a principal organizer or participant in the crime of hazing. The term "hazing" as used in this section and in sections 18 and 19, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substances, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest, or extended isolation. **(District Policy HK)**

Section 18, Duty to Report Hazing – Whoever knows that another person is the victim of hazing and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself/herself or others, report such crime to an appropriate law enforcement official as soon as is reasonably practicable.

Section 19, Hazing Statutes to be Provided, Statement of Compliance and Discipline Policy Required – Each institution of secondary education ...shall issue to every student group, team or organization, which is part of such institution or is recognized by the institution... a copy of this section. **(District Policy HK)**

HATE CRIMES

When the harassment of a student is based on their race, ethnicity, nationality, sexual orientation, or religion, a violation of the Hate Crime Penalties Act, G.L.C. 265, Sec. 13A has occurred. Under Massachusetts law, hate crimes include: violence, such as assaults, property damage, and threats that are motivated by prejudice. Any student to have engaged in harassment of another student in any form will face one or more of the following consequences including apology to the victim, detention, suspension, expulsion, and referral to the police. A parent conference will be required. Reprisals, threats, or intimidation of the victim or witnesses will be treated as extremely serious offences, resulting in a permanent separation from the school through expulsion.

STUDENT ACTIVITIES

FIELD TRIPS

All parents/guardians must sign the field trip permission form before any student will be allowed to participate on a field trip. Students are under the jurisdiction of the school and all regulations of conduct and dress will apply.

BUSINESS PROFESSIONALS OF AMERICA

McCann Tech students in the business technology and information technology programs have participated in Business Professionals of America (BPA) since September 2005. BPA's mission is to develop and empower student leaders to discover their passion and change the world by creating unmatched opportunities in learning, professional growth and service. As a co-curricular organization, Business Professionals of America has the ability to enhance student participation in professional, civic, service and social endeavors. Members participate in these activities to accomplish their goals of self-improvement, leadership development, professionalism, community service, career development, public relations, student cooperation, safety and health.

The organization's activities and programs complement classroom instruction by giving students practical experience through application of the skills learned at school. BPA is contributing to the preparation of a world-class workforce through the advancement of leadership, citizenship, academic, and technological skills.

The BPA State Leadership Conference is held in Framingham, MA each year where McCann students have competed in a variety of business and office related competitions within the finance, administrative support, human resources/management, and information technology competitions. In the past, students have placed extremely well at the state level and held leadership roles serving on state or national officer teams.

If students qualify for the national competition, they may travel to exciting places each spring including Orlando, FL; New York City; Dallas, TX; Anaheim, CA; Chicago, IL; Washington DC; and Boston, MA to join over 5,000 other conference attendees from across the nation to participate in business skills competitions, workshops, general sessions and may participate in the National Leadership (Internship) Academy and National Officer elections. The Torch Awards and BPA Cares Programs recognize students and chapters, respectively, for their leadership and service to their chapter and community.

SKILLSUSA

SkillsUSA is a partnership of students, teachers and industry working together to ensure America has a skilled workforce. We help each student excel. A nonprofit national education association, SkillsUSA serves middle-school, high-school and college/postsecondary students preparing for careers in trade, technical and skilled service occupations.

SkillsUSA serves more than 333,527 students and instructors annually. This includes 19,019 instructors who join as professional members. Including alumni, SkillsUSA membership totals over 394,000. SkillsUSA has served nearly 14 million annual members cumulatively since 1965 and is recognized by the U.S. Department of Education and the U.S. Department of Labor as a successful model of employer-driven workforce development.

About SkillsUSA Massachusetts

SkillsUSA Massachusetts, is a state association of SkillsUSA, a national organization serving more than 300,000 high school and college students and professional members who are enrolled in training programs in technical, skilled, and service occupations, including health occupations. In Massachusetts we serve more than 34,000 students, teacher and administrators within 51 high school and college programs.

SkillsUSA prepares America's high-performance workers. It provides quality education experiences for students in leadership, teamwork, citizenship and character development. It builds and reinforces self-confidence, work attitudes and communications skills. It emphasizes total quality at work, high ethical standards, superior work skills, life-long education and pride in the dignity of work. SkillsUSA also promotes understanding of the free enterprise system and involvement in community service activities.

Competitions

SkillsUSA Massachusetts programs include local and state competitions in which students demonstrate occupational and leadership skills. During the annual State Leadership & Skills Conference, more than 2,500 students compete in 86 occupational and leadership skill areas. Gold medalists from our state proceed to join more than 4,000 students to compete in the annual national-level SkillsUSA Championships.

SkillsUSA Framework

The SkillsUSA Framework, which impacts the lives of America's future workforce through the development of personal, workplace, and technical skills grounded in academics, reveals how career and technical education programs and SkillsUSA are relevant in today's economy. Pillars of the Framework include; innovative programming, quality instruction, and industry partnerships focused on preparing students to succeed at work and in life.

Professional Development

The Professional Development Program is a self-paced curriculum for secondary and college students. It teaches skills such as effective communication and management, teamwork, network, workplace ethnics, job interviewing and more. The curriculum involves local industry and academics and can be used in day-trades, apprenticeship training, cooperative education, school-to-work, academic and special needs programs.

ATHLETICS

The school offers athletic programs for men in football, baseball, basketball, soccer, cross-country running, lacrosse, and golf. Women's athletic programs are offered in basketball, soccer, softball, cross-country running and golf. Hockey, wrestling, track, and women's lacrosse are available through co-op teams. Athletic standards and policies are contained in Appendix B. McCann offers interscholastic athletics and belongs to Pioneer Valley Athletic League. The Massachusetts Interscholastic Athletic Association (MIAA) determines the rules and regulations of high school interscholastic athletic competition and eligibility. The school complies with these rules and regulations, and questions regarding individual eligibility should be submitted in writing to the principal. The process and procedure of such requests will be made available to parents/guardians upon request

PHILOSOPHY

The philosophy of interscholastic athletics at McCann is the pursuit of excellence and the development of self-confidence. By emphasizing physical and mental conditioning, commitment, and teamwork, athletes develop the importance of cooperation, integrity, loyalty, and discipline, both to themselves and the team.

SPORTSMANSHIP

Sportsmanship is essential to the success of our athletic program. Sportsmanship for athletes, coaches, parents and fans is the most important part of our program. Student athletes at McCann are representatives of the school and therefore held to high standards of conduct during time spent in practice or competitions as well the school day. It is important that their attitude and actions reflect credit upon their team, coach and school. An athlete whose attitude and actions discredit the team, school, coach, or opponent will be subject to removal from athletic competitions for a length determined by administration. A subsequent violation will result in removal from the team for the duration of the season and forfeiture of any earned awards including the varsity letter. Parents and fans similarly are required to adhere to the principles of good sportsmanship and conduct. Violations of these principles, by parents or fans will result in removal from the athletic event and may result in further restrictions. During the season any student who assaults a teammate, student, coach, fan or official at the athletic event will be immediately removed from the team for the remainder of the season and may face further exclusion from athletics if deemed appropriate by administration. All athletic competitions are expected to be conducted in the highest ethical fashion. Student athletes who purposely make a mockery of an athletic competition will be subject to removal from interscholastic athletic competition for one calendar year from the date of the incident, and will forfeit any earned awards including the varsity letter.

ELIGIBILITY REQUIREMENTS (Grades 10-12)

All students must meet and maintain minimum scholastic eligibility requirements. Students must pass all courses from the previous year, or satisfactorily complete summer school requirements to be eligible to participate in athletics in the upcoming school year. Students must have a passing grade in vocational/technical subjects as well as passing grades in at least 3 of the 4 academic core subjects. Core subjects are English, mathematics, science and social studies. No waivers will be granted. Additionally, students must maintain a citizenship score of less than 20 points at the end of each quarter as outlined in the "Extra-curricular Eligibility Requirements (Grade 9)" as outlined in the next section. Students grade 10-12 will also be held harmless for citizenship scores at the end of Quarter 1 as the new citizenship requirements are implemented. Students must have an annual physical in order to participate on any team. No student who is academically ineligible at the beginning of a sports season will be allowed to participate in athletics that season. The physician must indicate that the student is cleared to play sports. Student athlete eligibility for game day/evening participation requires full attendance at school during the event day. Students who are tardy or dismissed are ineligible.

EXTRA-CURRICULAR ELIGIBILITY REQUIREMENTS (GRADE 9)

Extra-curricular activities are defined by any activity that is not part of a student's standard academic/vocational schedule. This includes, but is not limited to; sports, clubs, SkillsUSA, BPA, Cooperative Work placements, dances, and field trips of a non-educational nature (i.e. senior trip). The importance of responsible behavior is a point of emphasis at McCann. Students need to conduct themselves appropriately in order to earn the privileges associated with extra-curricular activities. While school staff and administration understand teenagers will make mistakes, chronic behavior concerns will be addressed through the use of a citizenship score.

Student's citizenship score will be derived from ratings received from their teachers on the school's citizenship rubric:

CITIZENSHIP RUBRIC					
	Respect	Effort	Accountability	Communication	Honor
Exemplary	I can show respect for the feelings, wishes, rights, or traditions of others and for property and materials in all instances.	I always put forth my best effort in every task that I complete and push myself to further my understanding of the content presented.	I can follow rules, take personal responsibility, and be accountable for my academic expectations in all instances.	I can communicate effectively and appropriately with peers and adults in all opportunities.	I can act with integrity, honesty and maintain a positive attitude in all situations.
Proficient	I can show respect for the feelings, wishes, rights, or traditions of others and for property and materials in most instances.	I usually put forth my best effort in every task I complete and often push myself to further my understanding of the content presented.	I can follow rules, take personal responsibility, and be accountable for my academic expectations most of the time.	I can communicate effectively and appropriately with peers and adults in most opportunities.	I can act with integrity, honesty and maintain a positive attitude in most situations.
Developing	With prompting by faculty and staff, I can show respect for the feelings, wishes, rights, or traditions of others and for property and materials.	With prompting by faculty and staff, I can put forth acceptable effort in most tasks I complete.	With prompting from faculty and staff, I can follow rules, take personal responsibility, and be accountable for my academic expectations.	With prompting from faculty and staff, I can communicate effectively and appropriately with peers and adults.	With prompting from faculty and staff, I can act with integrity, honesty and maintain a positive attitude.
Limited	I routinely show disregard for the feelings, wishes, rights, or traditions of others and for property and materials.	I routinely look for ways to get out of completing tasks or show no interest in completing assigned tasks.	I routinely break rules, show no personal responsibility for my actions, or I'm rarely accountable in meeting expectations.	I routinely communicate inappropriately with peers and adults.	I often act with a lack of integrity, am dishonest or display a poor attitude.

Students will be assigned points on each part of the citizenship rubric (Respect, Effort, Accountability, Effort, and Honor) with the lowest score of 0 being the best score possible. Students will receive 1 point for a "Developing" rating and 3 points for a "Limited" rating. A "Proficient" or "Exemplary" rating will result in no points being accumulated in that element of the rubric. The accumulation of 20 or more points will render the student ineligible for extra-curricular activities as outlined above. Each teacher on a student's schedule will score their students at the end of every quarter on the citizenship rubric. If a previously ineligible student's score improves from one quarter to another they will regain their eligibility at the posting of the report card. If a student's quarter 4 citizenship score is 20 or more points they will be ineligible for quarter 1 of the next academic year.

As students will be scored on their citizenship it is incumbent upon the school to provide instruction on the skills needed to score well on the citizenship rubric. An advisory period held weekly on Monday mornings will provide students instruction in social-emotional learning and navigating the citizenship rubric as positive members of the school community. The instructors in these advisory periods will provide this instruction in small group settings that will remain as a cohort for all four years of high school.

For the 2023/2024 school year as this policy is implemented all students will be held harmless for their scores at the end of the first quarter. There will be no eligibility consequences as a result of scores received at the end of quarter one. This is to give students an opportunity to get a baseline and make connections between their citizenship and their score, and improve upon it if necessary. Students and their families should have discussions about the citizenship score received at the end of quarter one in order to make any adjustments that may be necessary moving into quarter two. At the end of quarter two this policy will take full effect and eligibility consequence for students accumulating 20 or more points will be imposed.

ALCOHOL/DRUG POLICY

Consistent with school policy, any athlete in violation of the MIAA's Chemical Health policy will be subject to the sanctions. The first violation will result in a loss of 50% of the number of the regular season games in that sport (carried over to the next sport season the student participates in if necessary). The second violation will be a loss of 100% of the number of regular season games in that sport (carried over to the next sport season the student participates in if necessary). The third violation will result in the loss of athletic eligibility for exactly one year from the date disciplinary action was taken. After the fourth violation, the student will lose athletic eligibility for the remainder of their enrollment at McCann. All chemical health violations and their consequences are cumulative and do not reset from year to year.

CONCUSSION POLICY

This policy applies to all students who participate in any extracurricular athletic activity. It provides the procedures and protocols in the management of and prevention of sports-related head injuries. Concussion training is a pre-participation requirement for all students and must be completed prior to practice or competition. Additionally, all students and their parents must complete and sign the Pre-participation Head Injury/Concussion Report Form prior to each season of participation. Any student, who during a practice or competition, sustains a head injury or suspected concussion, or exhibits signs and symptoms of concussion or loses consciousness, even briefly, shall be removed from practice or competition immediately. The student shall not return to practice or competition unless the student provides medical clearance from a physician. **(District Policy HW)**

SCHOOL COMMITTEE

Joseph Allard	Adams	Peter Breen	North Adams
Daniel J. Maloney, Jr.	Adams	George Canales	North Adams
Bruce Shepley	Adams	William Diamond	North Adams
William Craig, <i>Assistant Treasurer</i>	Cheshire	Taylor Gibeau	North Adams
Richard Bernardi	Clarksburg	Gary Rivers, <i>Chairperson</i>	North Adams
Heidi Dugal	Florida	Susan Reinhardt	Savoy
Dr. Robert Reilly	Lanesborough	Laila Boucher	Williamstown
Kimberly Oakes	Monroe	David Westall, <i>Vice Chairperson</i>	Williamstown

ADMINISTRATION

James J. Brosnan	Superintendent
Justin R. Kratz	Principal
Keith Daigneault	Assistant Principal
Kristin Steiner	Director of Student Services

POSTSECONDARY

Kristi Mastroianni	Cosmetology
Michelle Racette	Dental Assisting
Sarah McLain	Medical Assisting
Christa Berthiaume	Practical Nursing
Meghan Pinonnault	Practical Nursing
Lynsey Wilk	Practical Nursing
Diane O'Neil	Practical Nursing
Jocelyne Hescoock	Surgical Technology

FACULTY

TECHNICAL

Scott Botto	Advanced Manufacturing
Thomas Matuszak	Advanced Manufacturing
Michael Thoresen	Advanced Manufacturing
Jeremy Curley	Automotive
Michael McCarron	Automotive
Rebecca Buck	Business Technology
Regina Dastoli-Fierro	Business Technology
Justin Howland	Carpentry
Patrick Ryan	Carpentry
Gregory King	Computer Assisted Design
Joshua Meczywor	Computer Assisted Design
Thomas Tinney	Co-op Coordinator
Susan LeClair	CTE Enrichment
Alexx Langlois	CTE Enrichment
Kate Ramos	CTE Enrichment
Patrick Cariddi	Culinary Arts
Melissa King-Tinker	Culinary Arts
Ronald Pierce	Electrical
Donald Tatro	Electrical
Robert North	HVAC/R
Richard Bergendahl	Information Technology
Mathew LeSage	Information Technology
Glenn Andrews	Metal Fabrication
John Kline	Metal Fabrication
Richard Moon	Media Specialist
Meghan Kaiser	School Nurse

ACADEMIC

Sarah Hadley	English
Kristen Jagiello	English
Courtney Merriman	English
Kelly-Anne Recore	English
Cynthia Roper-Patenaude	English
Kara Dougherty	Mathematics
Paul Lange	Mathematics
Aubrey Rumbolt	Mathematics
Tyna Senecal	Mathematics
Jessica Tatro	Mathematics
Chris Carr	History
Kenneth Recore	History
Dr. Amber Caproni	Science
Lisa Collins	Science
Rebecca Green	Science
Erin Mucci	Science
Kelly Rooney	Science
Emily Turner	Science
Susan Chilson	Spanish
Christian Chenail	PE/Health
Robin Finnegan	PE/Health
Stacy Braim	Special Education
Richard Lincourt	Special Education
Ashley Mosman	Special Education
Alexandria Renton	Special Education
Dino Sookey	Special Education

GUIDANCE

Katie Atutis	Counselor
Sara Avery	Counselor
Chad O'Neill	Counselor

INSTRUCTIONAL AIDES

Cheryl Archambault	Special Education
Laurel Carsell	Special Education
Hilda Davis	Special Education
Michelle Duby	Special Education
Candida Rufo	Special Education
Jeremy Tetreault	Special Education
Angela Denault	Culinary Arts